

YOUR
UNIT LETTERHEAD
P.O. BOX 0000
ANYWHERE, ALABAMA 00000-0000

Your Office Symbol

Date

MEMORANDUM FOR (Individual's Name)

SUBJECT: Official Letter of Reprimand

1. Under the provisions of Technician Personnel Regulation (TPR) 752, you are presented this letter of reprimand. It is not intended to be, nor should it be construed as an Adverse Action, as defined in TPR 752. The reason for this letter of reprimand is *(state the offense(s) - see Table of Penalties in TPR 752 for examples)*. Specifically, the facts and evidence to support this disciplinary action are:

a. On _____, you *(explain the details of the incident, be chronological and specific; if the violation relates to continuing problem, include a summary of past violations and the attempts made to correct those violations)*. See Attachment 1 - Supporting Documentation

b. On _____, you *(explain the details of the incident, be chronological and specific; if the violation relates to continuing problem, include a summary of past violations and the attempts made to correct those violations)*. See Attachment 2 - Supporting Documentation

2. This letter of reprimand will be filed as a temporary document in the Official Personnel Folder (OPF) located in the Human Resources Office (HRO) and in my supervisory work folder on you. This will also be annotated on NGB Form 904-1, and will be retained for a period not to exceed one (1) year unless it has continuing relevance and I have discussed such with you.

3. You are warned that further offenses could result in adverse actions to include suspension, change to lower grade, or removal. Receipt of this letter may be cause for grievance or appeal. For bargaining unit members, procedures for filing a grievance may be found in the appropriate (Army or Air) agreement between The Adjutant General of Alabama and Association of Civilian Technicians. For non-bargaining unit members, procedures for appeal may be found in Chapter 21 of the Technician Personnel Manual for Supervisors (TPM). The bargaining unit agreements and the TPM can be accessed through the HRO website: <http://guard.al.ng.ds.army.mil/Directorates/HRO/Index-Intranet.htm>. The HRO points of contact for procedural assistance in disciplinary actions are:

COL Tommy Stephenson or
1720 Congressman Dickinson Dr
Montgomery, AL 36109
(334) 271-7216

CW4 Tracy Jolly
1720 Congressman Dickinson Drive
Montgomery, AL 36109
(334) 213-7556

4. Should personal problems be contributing to your misconduct, the Technician Assistance Program is available to you for appropriate consultation or referral. If you desire assistance with your problem, you should contact Captain Patty Patten, the State Technician Assistance Program Coordinator, at DSN: 363-7215 or Comm (334) 271-7215.

1st Level Supervisor
Grade/Rank, Organization
Job Title

CF:
NGAL/HRO

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MEMORANDUM FOR (Individual's Name)

SUBJECT: Adverse Action Notice - Proposed Suspension

1. This is notice that I propose to suspend you from the position of Motor Vehicle Operator, WG-5703-08 for fifteen (15) calendar days. Your suspension will not be effective until you have been given an opportunity to respond to this proposal. *Reference: TPR 752, page 7, "Element 1."*

2. The specific reason for this proposed action is your unauthorized use of alcoholic beverages during work hours on the afternoon of 3 July, 2009. *Reference: TPR 752, Chapter 2, page 8, "Element 2."*

3. The rationale for this penalty selection is that your actions violated rules and regulations that are in place specifically forbidding the use of alcohol in the work place. Having an open, half-empty, ice cold 44-ounce Bud wrapped in a brown paper sack in your toolbox is not considered acceptable behavior in this organization, even if you were just getting a head start on the long 4th of July weekend. Your continued employment in this organization is at risk if you continue this behavior. *Reference: TPR 752, Chapter 2, page 8, "Element 3."*

4. You may review the supporting documentation for this proposed action with me or with COL Tommy Stephenson in the Human Resources Office (HRO), State Military Department Annex, 1720 Congressman W.L. Dickinson Drive, Montgomery, AL. If you do not understand the reasons for this proposed action, contact COL Stephenson or me. *Reference: TPR 752, Chapter 2, page 9, "Element 4."*

5. You may respond to this notice personally and/or in writing to (2nd Level Supervisor). Your right to reply provides you an opportunity to discuss the case with an official who is knowledgeable about the incident and has the authority to decide whether or not the proposed action should be sustained. You are encouraged to submit affidavits in support of your response and should you need assistance, you may contact COL Stephenson in the HRO. You will be allowed fifteen (15) calendar days from the date of this notice to submit your response. An extension of this time may be granted if you submit a written request stating your reasons for an extension to (2nd Level Supervisor). *Reference: TPR 752, Chapter 2, page 9, "Element 5."*

6. You will be allowed four (4) hours of official time to review the supporting documentation for this proposed suspension, to secure affidavits, and to prepare your response to this notice. You must arrange with the undersigned for use of this official time. *Reference: TPR 752, Chapter 2, page 9, "Element 6."*

7. If you need procedural assistance regarding applicable Technician Regulations or employee rights, you may contact the following HRO Staff:

COL Tommy Stephenson
1720 Congressman Dickinson Dr
Montgomery, AL 36109
(334) 271-7216

or CW4 Tracy Jolly
1720 Congressman Dickinson Drive
Montgomery, AL 36109
(334) 213-7556

Reference: TPR 752, Chapter 2, page 9, "Element 7."

8. (2nd Level Supervisor) will issue an original decision letter at the earliest practical date after receipt of replies, or after the reply period has ended. If this proposed action is upheld by (2nd Level Supervisor), it will be effected on the date established in the original decision. *Reference: TPR 752, Chapter 2, page 9, "Element 8."*

Note: For bargaining unit employees, refer to appropriate collective bargaining agreement for specific timelines, appeal processes, and legal representation issues. Sections of the collective bargaining agreement regarding Discipline and Adverse Action may differ from TPR 752. Where there are differences, the collective bargaining agreement has precedence, to which supervisors/management must adhere.

9. You are further advised that if your conduct is due to personal problems, you have the right to utilize the services of the Technician Assistance Program (TAP). Should you desire assistance you may contact the TAP Coordinator, Captain Patty Patten, at DSN 363-7215 or Comm (334) 271-7215.

1st Level Supervisor
Grade/Rank, Organization
Job Title

CF:
NGAL/HRO

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MEMORANDUM FOR (Individual's Name)

SUBJECT: Adverse Action Notice - Proposed Removal

1. This is notice that I propose to remove you from the position of Motor Vehicle Operator, WG-5703-08. Your removal will not be effective until you have been given an opportunity to respond to this proposal.
2. The specific reason for this proposed action is your unauthorized purchases of fuel (approximately \$300.00 to \$400.00) for personal use. Report of Investigation AR 15-6, dated 5 June 2006, substantiated that you violated Title 31, Chapter 2 of the State Military Code and JER DoD 5500.7R by purchasing gasoline for personal use on Government Voyager credit card #0073.
3. The rationale for this penalty selection is that your actions violated laws and regulations that are in place to prevent Fraud, Waste, and Abuse of government resources. Your continued employment would be detrimental to this organization's responsibility to uphold the law and ensure the public's trust while accomplishing our unit mission.
4. You may review the supporting documentation for this proposed action with me or with COL Tommy Stephenson in the Human Resources Office (HRO), State Military Department Annex, 1720 Congressman W.L. Dickinson Drive, Montgomery, AL. If you do not understand the reasons for this proposed action, contact COL Stephenson or me.
5. You may respond to this notice personally and/or in writing to (2nd Level Supervisor). Your right to reply provides you an opportunity to discuss the case with an official who is knowledgeable about the incident and has the authority to decide whether or not the proposed action should be sustained. You are encouraged to submit affidavits in support of your response and should you need assistance, you may contact COL Stephenson in the HRO. You will be allowed fifteen (15) calendar days from the date of this notice to submit your response. An extension of this time may be granted if you submit a written request stating your reasons for an extension to (2nd Level Supervisor).
6. You will be allowed four (4) hours of official time to review the supporting documentation for this proposed suspension, to secure affidavits, and to prepare your response to this notice. You must arrange with the undersigned for use of this official time.

7. If you need procedural assistance regarding applicable Technician Regulations or employee rights, you may contact the following HRO Staff:

COL Tommy Stephenson
1720 Congressman Dickinson Dr
Montgomery, AL 36109
(334) 271-7216

or CW4 Tracy Jolly
1720 Congressman Dickinson Drive
Montgomery, AL 36109
(334) 213-7556

8. (2nd Level Supervisor) will issue an original decision letter at the earliest practical date after receipt of replies, or after the reply period has ended. If this proposed action is upheld by (2nd Level Supervisor), it will be effected on the date established in the original decision.

Note: For bargaining unit employees, refer to appropriate collective bargaining agreement for specific timelines, appeal processes, and legal representation issues. Sections of the collective bargaining agreement regarding Discipline and Adverse Action may differ from TPR 752. Where there are differences, the collective bargaining agreement has precedence, to which supervisors/management must adhere.

9. You are further advised that if your conduct is due to personal problems, you have the right to utilize the services of the Technician Assistance Program (TAP). Should you desire assistance you may contact the TAP Coordinator, Captain Patty Patten, at DSN 363-7215 or Comm (334) 271-7215.

1st Level Supervisor
Grade/Rank, Organization
Job Title

CF:
NGAL/HRO

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MEMORANDUM FOR (Individual's Name)

SUBJECT: Adverse Action Notice - Original Decision to Remove

1. On (Date of Proposed Removal Letter), (Rank/Name of 1st Level Supervisor) proposed that you be removed as a National Guard technician employed in the position of Motor Vehicle Operator, WG-5703-08. I have decided that your removal is for just cause and will promote the efficiency of the service.

2. This removal is effective (Date, No earlier than 30 days after the receipt of the proposal).

3. I have given full and careful consideration to the proposed removal along with all available supporting material, including your written (or oral) response dated (Date). {Note: if no reply/response has been received, state so in this letter} Your claim that you were unaware that it was against government regulations to use a Government credit card to purchase gasoline for your private vehicle and boat does not justify or excuse your actions. I find the justification for your removal as stated in the letter of proposal to be fully supported by the evidence. Therefore, in order to promote the efficiency of this organization and of the service, it is my decision to remove you from your position.

4. If you need procedural assistance regarding applicable Technician Regulations or employee rights, you may contact the following HRO Staff:

Col Tommy Stephenson
1720 Congressman Dickinson Dr
Montgomery, AL 36109
(334) 271-7216

or CW4 Tracy Jolly
1720 Congressman Dickinson Dr
Montgomery, AL 36109
(334) 213-7556

5. If you consider this action improper, you may appeal this decision by requesting an appellant review by The Adjutant General (TAG) of Alabama or an administrative hearing. An *appellant review* involves an overall review of the official adverse action file maintained by the HRO, along with any additional information you may wish to provide, presented to TAG. An *administrative hearing* gives you the opportunity to have a National Guard hearing examiner gather all available facts through a hearing, and then issue a report and recommendation(s) to TAG. Requests for appeal will be sent, in writing, to the HRO indicating which type of appeal

(appellant review or administrative hearing) is requested. Requests for appeal will explain the reasons for contesting your removal, with such offer of proof and pertinent documents as you are able to submit. Address appeal request to NGAL/HRO, P.O. Box 3711, Montgomery, Alabama 36109-0711. Requests for appeal must be postmarked no later than 20 calendar days after receipt of this original decision letter. You may request, in writing, along with justification, an extension of this deadline from the TAG. Requests for extensions should be submitted to the HRO. Regardless of the appeal method selected, the final decision on the appeal is issued by the Adjutant General.

Note: The example letter above is appropriate for a non-bargaining unit employee only. For a bargaining unit employee, paragraph 5 would require mention of the “Advisory Arbitration” option regarding appeal/review in addition to the appellant review and/or administrative hearing options. For bargaining unit employees, refer to appropriate collective bargaining agreement for specific timelines, appeal processes, and legal representation issues. Sections of the collective bargaining agreement regarding Discipline and Adverse Action may differ from TPR 752. Where there are differences, the collective bargaining agreement has precedence, to which supervisors/management must adhere.

2nd Level Supervisor
Grade/Rank, Organization
Job Title

CF:
NGAL/HRO

RECEIPT ACKNOWLEDGED: _____
Date Signature